



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

Clermont County Auditor's Office

(Local government entity)

Linda L. Fraley

(Signature of responsible official)

Linda L. Fraley

(Name)

Auditor

(Title)

10/15/15

(Date)

Section B: Records Commission

Clermont County Records Commission

Records Commission

(513) 735-8660

(Telephone number)

289 East Main Street

(Address)

Batavia

(City)

45103

(Zip code)

Clermont

(County)

To have this form returned to the Records Commission electronically, include an email address:

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

[Signature]

Records Commission Chair Signature

12/4/15

Date

Section C: Ohio History Connection – State Archives

Amanda D. [Signature]

Signature

Local Government Records Administrator

Title

1/7/16

Date

Section D: Auditor of State

Martin E. [Signature]

Signature

1-26-16

Date

**Please Note: The State Archives retains RC-2 forms permanently.
It is strongly recommended that the Records Commission retain a permanent copy of this form**

Schedule of Records Retention and Disposition Continuation Sheet

Section E: Records Retention Schedule

Clermont County Auditor's Office

(Local government entity)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
	<u>ACCOUNTING DEPARTMENT RECORDS</u>				
01-1A	Annual Report of the State Auditor's Examination Annual Audit Report of the County and Affiliated County Agencies	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		<input type="checkbox"/>
01-1B	Annual Report of the State Auditor's Examination Annual Audit Report of the County and Affiliated County Agencies	Permanent	Microfilm		<input checked="" type="checkbox"/>
01-2	Appropriation Ledger- Disbursements (General Ledger, Auditor's Ledger)	5 Years	Paper/Electronic		<input type="checkbox"/>
01-3	Appropriation Ledger- Receipts (General Ledger, Auditor's Ledger)	5 Years	Paper/Electronic		<input type="checkbox"/>
01-4	Appropriation Resolutions	5 Years	Paper/Electronic		<input type="checkbox"/>
01-4A	Charge Backs of Election Expenses	Until Audited	Paper/Electronic		<input type="checkbox"/>
01-5A	Comprehensive Annual Financial Report (C.A.F.R.) (OAC 117-2-03) Popular Annual Financial Report (PAFR) Annual Information Statement (AIS)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		<input type="checkbox"/>
01-5B	Comprehensive Annual Financial Report (C.A.F.R.) (OAC 117-2-03) Popular Annual Financial Report (PAFR) Annual Information Statement (AIS)	Permanent	Microfilm		<input checked="" type="checkbox"/>
01-6A	Furtherance of Justice Reports	5 Years	Paper/Electronic		<input type="checkbox"/>
01-7A	Financial Statements for Affiliated County Agencies (Park District, Health District, Soil and Water, etc.)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		<input type="checkbox"/>

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

Schedule of Records Retention and Disposition Continuation Sheet

Clermont County Auditor's Office

(Local government entity)

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01-7B	Financial Statements for Affiliated County Agencies (Park District, Health District, Soil and Water, etc.)	Permanent	Microfilm		<input checked="" type="checkbox"/>
01-8	Monthly Financial Statements (Auditor's Monthly Statement of County Finances; ORC 319.15) Outstanding Warrant (OSW) Report, Department Monthly Reports and Department Quarterly Reports and Department Annual Reports	5 Years	Paper/Electronic		<input type="checkbox"/>
01-9	Pay-Ins To Treasury Records (Pay-In Forms)	4 Years	Paper/Electronic		<input type="checkbox"/>
01-16	Requisitions, Purchase Orders & Re-enter Statements	5 Years	Paper/Electronic		<input type="checkbox"/>
01-17	Treasurer's Daily Statements/Daily Receipts Register/Revenue Reports or TF-6 Reports	3 Years	Paper/Electronic		<input type="checkbox"/>
01-19	Software Security, Authorization and Workflow Documentation	1 Year Provided audited	Paper/Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>
01-20	Accounts Payable Invoices	5 Years	Paper/Electronic		<input type="checkbox"/>
01-20A	Accounting Journal Entries, Transfers, and Budget Adjustments	5 Years	Paper/Electronic		<input type="checkbox"/>
01-20B	Payroll Journal Entries	5 years	Paper/Electronic		<input type="checkbox"/>
01-21	Warrants, Canceled/Paid (Vendor & Payroll)	5 Years	Paper/Electronic		<input type="checkbox"/>
01-22	Warrant Register (Check Register)	8 Years	Paper/Electronic		<input type="checkbox"/>
01-23	CAFR, PAFR, AIS, and Financial Reports of Affiliated County Agencies Journal Entries and Working Papers	5 Years	Paper/Electronic		<input type="checkbox"/>
01-28	Bond Registers	15 years after final maturity of notes or bonds	Paper/Electronic		<input checked="" type="checkbox"/>

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01-29	Bonds (Redeemed)	Until Issue Is Paid Provided Audited	Paper/Electronic		<input type="checkbox"/>
01-33	Inventories, Annual of County Property (Inventories of Fixed Assets by Department)	3 Years Provided Audited	Paper/Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>
01-113	W-9's, Vendor Affidavits, and Vendor Supporting Documentation	Until superseded or abolished	Paper/Electronic		<input type="checkbox"/>
01-114	Unclaimed Monies Documentation Including Voided and Reissued Checks	5 Years After Paid into Unclaimed Monies Fund	Paper/Electronic		<input type="checkbox"/>
01-116	State and Federal Grant Reports, Grant Agreements and Awards, and Project Requests	5 Years	Paper/Electronic		<input type="checkbox"/>
01-119A	Bond Transcripts	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		<input type="checkbox"/>
01-119B	Bond Transcripts	Permanent	Microfilm		<input checked="" type="checkbox"/>
01-121	BCC Certification Reports	5 Years	Paper/Electronic		<input type="checkbox"/>
01-126	Assigned Council/Appointed Council Fee Documentation	1 Year After Audited	Paper/Electronic		<input type="checkbox"/>
01-129	Warrant Control Sheets	1 Year Provided Audited	Paper/Electronic		<input type="checkbox"/>
01-130	Check Pick-Up Sheets	1 Year Provided Audited	Paper/Electronic		<input type="checkbox"/>
01-131	1099s and 1099 Changes and working papers	7 Years	Paper/Electronic		<input type="checkbox"/>

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01-133A	New Fund Establishment Documentation	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		<input type="checkbox"/>
01-133B	New Fund Establishment Documentation	Permanent	Microfilm		<input checked="" type="checkbox"/>
01-135	Fixed Asset Acquisition Forms	5 years (Asset is maintained in Accounting System until disposed)	Paper/Electronic		<input type="checkbox"/>
	<u>PAYROLL DEPARTMENT RECORDS</u>				
01-10A	Payroll Records (Final Proof Report, Payroll Earnings Distribution, Payroll Reports Year to Date, Poll Worker Payroll Reports)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		<input type="checkbox"/>
01-10B	Payroll Records (Final Proof Report, Payroll Earnings Distribution, Payroll Reports Year to Date, Poll Worker Payroll Reports)	Permanent	Microfilm		<input type="checkbox"/>
01-11	Time Entry Summary and Detail Reports	3 Years	Paper/Electronic		<input type="checkbox"/>
01-12A	P.E.R.S. Members Application For Refund of Accumulated Contributions (Form A-4, P.E.R.S. Refund Applications)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		<input type="checkbox"/>
01-12B	P.E.R.S. Members Application For Refund of Accumulated Contributions (Form A-4, P.E.R.S. Refund Applications)	Permanent	Microfilm		<input type="checkbox"/>
01-14A	Public Employees Retirement System Report	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		<input type="checkbox"/>

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01-14B	Public Employees Retirement System Report	Permanent	Microfilm		<input type="checkbox"/>
01-15	Preliminary Payroll Proof Reports and Entry Detail File Maintenance Changes	1 Year Provided Audited	Paper/Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	
01-24	Applications for employment where applicant is not hired	2 Years	Paper/Electronic		<input type="checkbox"/>
01-32	Employee Time Sheets and Leave Requests	3 Years After End Of Fiscal Year	Paper/Electronic		<input type="checkbox"/>
01-36A	Personnel Payroll Files (All County Employees) – Documentation of Service Related to Payroll throughout the Duration of an Individual's Employment; including Public Employees Retirement System Reports, Unemployment Documentation, Retirement Waivers, Service Record and Leave Balances	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Electronic		<input type="checkbox"/>
01-36B	Personnel Payroll Files (All County Employees) – Documentation of Service Related to Payroll throughout the Duration of an Individual's Employment; including Public Employees Retirement System Reports, Unemployment Documentation, Retirement Waivers, Service Record and Leave Balances	60 years after termination	Paper/Microfilm		<input type="checkbox"/>
01-110	Quarterly Reports from Deferred Compensation Plans and 941's	7 Years	Paper/Electronic		<input type="checkbox"/>
01-111	Personnel Files (All County Employees) – Auditor's Departmental Documentation throughout the Duration of an Individual's Employment NOT RELATED TO SERVICE TIME. May Include Application, Resume, Earnings, Job Offer Letter, Evaluation, Oath of Office, Training Disciplinary Actions, Education, Withholdings, Garnishments and Medical	2 years after termination	Paper/Electronic		<input type="checkbox"/>

Schedule of Records Retention and Disposition Continuation Sheet

Clermont County Auditor's Office

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
01-112	Income Tax Reconciliations (School and Municipal)	7 Years	Paper/Electronic		<input type="checkbox"/>
01-115	Worker Compensation Reports	7 Years	Paper/Electronic		<input type="checkbox"/>
01-132	OBES Reports, Unemployment Reports, New Hire Reports Sent to the State	3 Years	Paper/Electronic		<input type="checkbox"/>
01-134	Ohio Public Employee Retirement System Independent Contractor Acknowledgement Forms	Until superseded or abolished	Paper/Electronic		<input type="checkbox"/>
01-136A	Employee W2's	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		<input type="checkbox"/>
01-136B	Employee W2's	Permanent	Microfilm		<input type="checkbox"/>
01-137	Job Openings and Pending Applicants	1 Year	Paper/Electronic		<input type="checkbox"/>
	<u>GENERAL OFFICE RECORDS</u>				
01-25	Bids (Successful)	File With Contracts Retain 8 Years After Completion of Contract	Paper/Electronic		<input type="checkbox"/>
01-26	Bids (Unsuccessful)	2 Years After Letting of Contract	Paper/Electronic		<input type="checkbox"/>
01-27	Bond Coupons	Until Issue Is Paid Provided Audited	Paper/Electronic		<input type="checkbox"/>
01-30	Contracts (ORC 2305.06)	8 Years After Completion	Paper/Electronic		<input type="checkbox"/>
01-31	Correspondence	1 To 5 Years At The Discretion Of Office Supervisor	Paper/Electronic		<input type="checkbox"/>
01-35	Obsolete Blank Forms	30 Days After Obsolescence	Paper/Electronic		<input type="checkbox"/>
01-36C	Record of Official's Bonds (ORC 321.02; ORC 2305.12) Copy of Surety Bonds Filed By County Officials	10 Years After Bond Expiration, Provided Audited	Paper/Electronic		<input type="checkbox"/>

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Schedule of Records Retention and Disposition

Continuation Sheet

Clermont County Auditor's Office

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01-36D	Record of School Treasurer's Bonds	10 Years After Bond Expiration, Provided Audited	Paper/Electronic		<input type="checkbox"/>
01-122	Driver Logs (Documents Departure and Arrival Time, Activity and Odometer Readings)	1 Year	Paper/Electronic		<input type="checkbox"/>
	<u>DISTRIBUTION RECORDS</u>				
01-53	Real Estate Tax Settlements and Working Papers	10 Years	Paper/Electronic		<input type="checkbox"/>
01-70	Personal Property Tax Settlements and Working Papers	10 Years	Paper/Electronic		<input type="checkbox"/>
01-74	Estate Tax Settlements and Working Papers	10 Years	Paper/Electronic		<input type="checkbox"/>
01-78B	Cigarette License Tax Settlements and Working Papers	10 Years	Paper/Electronic		<input type="checkbox"/>
01-84A	Mobile Home Tax Settlements and Working Papers	10 Years	Paper/Electronic		<input type="checkbox"/>
01-118	Other Local Money Distributions including Local Government Funds, Lodging Tax, and Motor Vehicle Tax and Working Papers	10 Years	Paper/Electronic		<input type="checkbox"/>
	<u>BUDGET COMMISSION RECORDS</u>				
01-94A	Budget Commission- Budgets (By Taxing District: Village, School & Township)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/ electronic format	Paper/Electronic		<input type="checkbox"/>
01-94B	Budget Commission- Budgets (By Taxing District: Village, School & Township)	Permanent	Microfilm		<input checked="" type="checkbox"/>
01-95	Budget Commission- Certificates of Estimated Resources	5 Years	Paper/Electronic		<input type="checkbox"/>
01-96A	Budget Commission Minutes	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/ electronic format	Paper/Electronic		<input type="checkbox"/>
01-96B	Budget Commission Minutes	Permanent	Microfilm		<input checked="" type="checkbox"/>

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01-117	Resolution Accepting Amounts and Rates and Authorizing the Necessary Tax Levies	5 Years	Paper/Electronic		<input type="checkbox"/>
01-127	10-Mill Certificates -- Completed for Any Clermont Government Issuing Debt to Ensure the 10-Mill Limitation for Property Taxes is not Exceeded	1 Year After Issued	Paper/Electronic		<input type="checkbox"/>
	<u>REAL ESTATE RECORDS</u>				
01-18A	Tax Levies (Tax Rates)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/ electronic format	Paper/Electronic		<input type="checkbox"/>
01-18B	Tax Levies (Tax Rates)	Permanent	Microfilm		<input checked="" type="checkbox"/>
01-37A	Abstracts of Delinquent Tax (Real Estate)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/ electronic format	Paper/Electronic		
01-37B	Abstracts of Delinquent Tax (Real Estate)	Permanent	Microfilm		<input checked="" type="checkbox"/>
01-38A	Abstracts of Tax/Tax Assessment List (Real Estate, Exempt, Estate, Public Utilities, Money Abstract)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/ electronic format	Paper/Electronic		<input type="checkbox"/>
01-38B	Abstracts of Tax/Tax Assessment List (Real Estate, Exempt, Estate, Public Utilities, Money Abstract)	Permanent	Microfilm		<input checked="" type="checkbox"/>
01-39	Addition And Deduction Lists (Adders & Remitters) (Computer Generated Record Of Additions And Deduction; ORC 319.39)	6 Years Provided Audited	Paper/Electronic		
01-40	Addition/Correction Orders (Adders and Remitters)	3 years	Paper/Electronic		
01-41	Annexation Records (ORC 709.06) (Certificate of Annexation Proceedings)	10 Years	Paper/Electronic		<input type="checkbox"/>
01-42	Application For Deduction For Destroyed Property	6 Years	Paper/Electronic		<input type="checkbox"/>
01-43	Application for Exemption	6 Years	Paper/Electronic		<input type="checkbox"/>

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01-44	Application For 2 ½% Tax Reduction On Home (2 ½% Reduction Applications)	3 Years	Paper/Electronic		<input type="checkbox"/>
01-45	Application For The Valuation Of Land In Accordance With Its Agricultural Use Valuation (Form 109-A CAUV Renewal Applications) (ORC 929.02; OAC 5705-5-05)	1 Year After Recoupment Provided Audited	Paper/Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>
01-46	Renewal Application For The Valuation Of Land In Accordance With Its Agricultural Use Valuation (Form 109-A CAUV Renewal Applications) (ORC 929.02; OAC 5705-5-05)	6 Years Provided Audited	Paper/Electronic		<input type="checkbox"/>
01-47A	Assessment Lists (Real Estate Valuations For Taxation) (ORC 319.49)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		<input type="checkbox"/>
01-47B	Assessment Lists (Real Estate Valuations For Taxation) (ORC 319.49)	Permanent	Microfilm		<input checked="" type="checkbox"/>
01-48	Special Assessments Records (ORC 319.61) Including Sewer, Sidewalk, Street Lights, Street Assessments & Public Water Courses	5 Years After Last Assessment Paid	Paper/Electronic		<input type="checkbox"/>
01-49	Building Permit Activity Reports	1 Year	Paper/Electronic		<input type="checkbox"/>
01-49A	Forestry Program Records (Certificates of Classification of Forest Lands, Forestry Management Agreements)	3 Years After Removal From Program By ODNR Decertification	Paper/Electronic		<input type="checkbox"/>
01-50	Forfeited Lands And Lots (Forfeited Land Sales, Forfeited Land Lists)(ORC 5723.04)	21 Years	Paper/Electronic		<input type="checkbox"/>
01-51A	Homestead And Disabled Exemption Applications (Retain As Long As Applicant Is Eligible)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		<input type="checkbox"/>
01-51B	Homestead And Disabled Exemption Applications (Retain As Long As Applicant Is Eligible)	80 years	Paper/Microfilm		<input type="checkbox"/>
01-52	Land Contract Records (Permanent Record in the County Recorder's Office)	1 Year After Filing Date	Paper/Electronic		<input type="checkbox"/>

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01-54	Reappraisal (Appraisal Cards, Property Records Cards, Grid Cards, Appraisal-New Buildings) (ORC 5705-3-10)	12 Years	Paper/Electronic		<input type="checkbox"/>
01-55	Reappraisal/Triennial Work Papers	3 Years	Paper/Electronic		<input type="checkbox"/>
01-57	Split Bills	Retain Until 1 Year After Information Recorded On Tax List (2 Years)	Paper/Electronic		<input type="checkbox"/>
01-58	Split Duplicates	Retain Until 1 Year After Information Recorded on Tax List (2 Years)	Paper/Electronic		<input type="checkbox"/>
01-59	Tax List-Delinquent Real Estate (Delinquencies Recorded Cumulatively)	2 Years	Paper/Electronic		<input type="checkbox"/>
01-60A	Tax List-Real Estate (Tax Duplicate Book) (ORC 5719.04) (1992 Through 2005 Tax Years On Fiche) (2006 Through Current On Microfilm)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		<input type="checkbox"/>
01-60B	Tax List-Real Estate (Tax Duplicate Book) (ORC 5719.04) (1992 Through 2005 Tax Years On Fiche) (2006 Through Current On Microfilm)	Permanent	Microfilm		<input checked="" type="checkbox"/>
01-61	Transfer Records (Auditor's Register Of Real Estate Transfers)—Record no longer created	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
01-62	Transfer Slips (Conveyance Fee & Exempt Forms)	3 Years Provided Audited	Paper/Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	
01-109	Weekly/Monthly Real Estate Sales Report	3 Years	Paper/Electronic		
01-123A	TIRC (Tax Incentive Review Council) Minutes – Meets Annually to Review Businesses who are Receiving a Tax Abatement	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		
01-123B	TIRC (Tax Incentive Review Council) Minutes – Meets Annually to Review Businesses who are Receiving a Tax Abatement	Permanent	Microfilm		<input checked="" type="checkbox"/>

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01-124	Enterprise Zone Agreements and Reports	6 Years After Expiration Date of Agreement	Paper/Electronic		<input type="checkbox"/>
01-125	Rental Property Registrations	1 Year After Property is Transferred	Paper/Electronic		<input type="checkbox"/>
01-140	Tax Increment Financing Resolutions	6 Years after expiration of resolution	Paper/Electronic		<input type="checkbox"/>
	<u>PERSONAL PROPERTY DEPARTMENT RECORDS</u>				
01-63A	Abstracts Of Delinquent Tax/Personal Property And Classified	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		<input type="checkbox"/>
01-63B	Abstracts Of Delinquent Tax/Personal Property And Classified	Permanent	Microfilm		<input checked="" type="checkbox"/>
01-64A	Abstract Of Tax/Personal Property (Tax Assessment List)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		<input type="checkbox"/>
01-64B	Abstract Of Tax/Personal Property (Tax Assessment List)	Permanent	Microfilm		<input checked="" type="checkbox"/>
01-65	Auditor's Tax List-Delinquent Personal/Inter-County (ORC 5719.04)	2 Years After Tax Paid	Paper/Electronic		<input type="checkbox"/>
01-66	Auditor's Tax List- Personal/Inter-County (ORC 319.29; 5719.04)	2 Years	Paper/Electronic		<input type="checkbox"/>
01-67	Auditor's Tax List-Delinquent Classified (ORC 5719.04)	Until Tax Paid	Paper/Electronic		<input type="checkbox"/>
01-68	Personal Property Returns- Taxes Paid (ORC 5711.11) (Returns Are Confidential)	5 Years	Paper/Electronic		<input type="checkbox"/>
01-69	Personal Property Returns- Taxes Delinquent	5 Years After Tax Paid	Paper/Electronic		<input type="checkbox"/>

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	<u>ESTATE TAX RECORDS</u>				
01-71	Application For Consent To Transfer Property Or Other Interest Of A Resident Decedent (Consent To Transfer Assets) (ET Form 12)	5 Years	Paper/Electronic		<input type="checkbox"/>
01-72	Estate Tax Determinations (ET Form 10)	5 Years After Last Entry	Paper/Electronic		<input type="checkbox"/>
01-73	Estate Tax Records (Inheritance Tax)	5 Years After Last Entry	Paper/Electronic		<input type="checkbox"/>
01-75	Estate Tax Transmittal Sheets (ET Form 26)	1 Year After Filing	Paper/Electronic		<input type="checkbox"/>
01-75A	Ohio Estate and Additional Tax Estimated Payment Notice (ORC 5731.23)	Until Assessment is Paid, Provided Audited	Paper/Electronic		<input type="checkbox"/>
01-75B	Ohio Estate Tax Charge (Estate Tax Charge Slips, ET Form 6; ORC 5731.21)	Until Assessment is Paid, Provided Audited	Paper/Electronic		<input type="checkbox"/>
01-76	Safe Deposit Box Inventories	1 Year After Filing	Paper/Electronic		<input type="checkbox"/>
	<u>CIGARETTE LICENSE RECORDS</u>				
01-78	Cigarette License Applications (ORC 5743.15) (Duplicate Copy of License Attached)	1 Year Provided Audited	Paper/Electronic		<input type="checkbox"/>
01-78A	Report of Licensed Cigarette Sellers (ORC 5743.16)	5 Years	Paper/Electronic		<input type="checkbox"/>
	<u>DOG & KENNEL RECORDS</u>				
01-79	Dog And Kennel License Registers	2 Years Provided Audited	Paper/Electronic		<input type="checkbox"/>
01-80A	Dog License Applications 1 year	2 Years Provided Audited	Paper/Electronic		<input type="checkbox"/>
01-80B	Dog License Applications 3 year	4 Years Provided Audited	Paper/Electronic		<input type="checkbox"/>
01-80C	Dog License Applications Permanent, Dangerous & Service Dog	15 Years	Paper/Electronic		<input type="checkbox"/>

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Clermont County Auditor's Office

(Local government entity)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
01-81	Kennel License Applications	2 Years Provided Audited	Paper/Electronic		<input type="checkbox"/>
01-82	Unused Dog & Kennel License Tags	Until Year of License & Tag is Audited	Paper/Electronic		<input type="checkbox"/>
	<u>MOBILE HOME RECORDS</u>				
01-83	Abstracts Of Mobile Home Tax	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		<input type="checkbox"/>
01-83A	Abstracts of Mobile Home Tax	Permanent	Microfilm		<input checked="" type="checkbox"/>
01-84C	Auditor's Tax List-Mobile Home (Tax Duplicate) (1993 & Later Tax Years On Fiche)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		<input type="checkbox"/>
01-84D	Auditor's Tax List-Mobile Home (Tax Duplicate) (1993 & Later Tax Years On Fiche)	Permanent	Microfilm		<input checked="" type="checkbox"/>
01-102	Application For Deduction for Destroyed Property (Mobile Home)	6 Years	Paper/Electronic		<input type="checkbox"/>
01-103	Conveyance Fee Statement of Value & Receipt	3 Years	Paper/Electronic		<input type="checkbox"/>
01-104	Exemption From Mobile Home Conveyance Fee Statements	3 Years	Paper/Electronic		<input type="checkbox"/>
01-105	Manufactured Home Relocation Notices	3 Years	Paper/Electronic		<input type="checkbox"/>
01-106A	Mobile Home To Real Estate Forms	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		<input type="checkbox"/>
01-106B	Mobile Home To Real Estate Forms	Permanent	Microfilm		<input checked="" type="checkbox"/>
01-108	Weekly/Monthly Manufactured Homes Sales Report	3 Years	Paper/Electronic		<input type="checkbox"/>

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

Schedule of Records Retention and Disposition Continuation Sheet

Clermont County Auditor's Office

(Local government entity)

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	<u>VENDOR LICENSE RECORDS</u>				
01-86	Regular Vendor's License Applications (Copy Of Vendor's License Attached)	2 Years After License Canceled, Provided Audited	Paper/Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	
01-87	Regular Vendor's License Weekly Report	2 Years	Electronic		
	<u>WEIGHTS & MEASURES RECORDS</u>				
01-88	Weights & Measures Inspection Records	2 Years, Provided Any Violations Have Been Corrected	Paper/Electronic		<input type="checkbox"/>
	<u>AUTOMATIC DATA PROCESSING RECORDS</u>				
01-89A	Automatic Data Processing (ADP) Board Annual Reports And Minutes (ORC 307.84 And 307.845)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		<input type="checkbox"/>
01-89B	Automatic Data Processing (ADP) Board Annual Reports And Minutes (ORC 307.84 And 307.845)	Permanent	Microfilm		<input checked="" type="checkbox"/>
01-90	Automatic Data Processing (ADP) Board Request Forms	2 Years	Paper/Electronic		<input type="checkbox"/>
	<u>BOARD OF REVISION RECORDS</u>				
01-91A	Board of Revision Minutes	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		<input type="checkbox"/>
01-91B	Board of Revision Minutes	Permanent	Microfilm		<input checked="" type="checkbox"/>

Schedule of Records Retention and Disposition Continuation Sheet

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01-92	Board of Revision Notices of Appeal (Board of Tax Appeal Cases)	6 Years After Appeal Decision	Paper/Electronic		<input type="checkbox"/>
01-93	Board of Revision Tax Complaints	6 Years After Complaint Resolved	Paper/Electronic		<input type="checkbox"/>
	<u>BUREAU OF MOTOR VEHICLES</u>				
01-97	Vehicle Registration Records (Not Public Record)	30 Months	Paper/Electronic		<input type="checkbox"/>
01-98	Driver License Records (Not Public Record)	4 Years	Paper/Electronic		<input type="checkbox"/>
01-99	Identification Card (ID Card) Records (Not Public Record)	4 Years	Paper/Electronic		<input type="checkbox"/>
01-100	BMV Agency Records (Correspondence and all other record categories)	3 Years	Paper/Electronic		<input type="checkbox"/>
	<u>GIS RECORDS</u>				
01-138	Historical Aerial Photographs	Permanent	Paper		<input checked="" type="checkbox"/>
01-139	Tax Maps	Permanent	Paper		<input checked="" type="checkbox"/>
01-141	Mapping System—Used to capture, store, manipulate, analyze, manage and present types of geographic data including aerial photos	Continually updated	Electronic		<input type="checkbox"/>